

## ROLE DESCRIPTION

<b>Job title</b>	Finance Project Manager	<b>Role Holder:</b>	N/A
<b>Reporting Lines:</b>	Head of Project Management	<b>Location:</b>	London

### 1. Purpose

Working within our Change function, this role will support initiatives in the Change portfolio. The portfolio has a mix of business, regulatory and Finance projects. The role will involve project management and business analysis.

### 2. Specific Responsibilities for assigned projects:

- Manage scope of projects and ensure quality of deliverables.
- Develop and maintain project budgets, plans and product backlogs.
- Ensure outcomes and benefits are achieved.
- Follow governance and reporting regimes in line with agreed framework.
- Communicate with all areas of the business, and manage stakeholders effectively, at all levels.
- Ensure that project risks and issues are managed and documented; recommend the appropriate risk evaluation procedures.
- Manage and collate all relevant project documentation.
- Support business and processes and ensure key data is appropriate, accurate and complete.
- Maintain, test and improve business and systems operations.
- Collaborate closely with developers to implement requirements.
- Conduct financial due diligence, gather and analyse data from multiple sources.
- Develop, report and maintain portfolio level budget.
- Promote and advocate a culture of continuous improvement, setting goals and milestones and being accountable for them.
- Guide teams and help them stay on track with agile techniques, fine-tuning approaches as needed to ensure the overall goals are being met.
- Champion the use of metrics and other objective measures
- Facilitate Scrum and other team meetings as required.
- Remove impediments and improve teams' flow.
- Enable teams to deliver on committed work by identifying, and mentoring through, root causes of rollover, missed commitments, excessive unplanned work.
- Flexibility and willingness to contribute and get involved to ensure the successful delivery of the project.

### 3. Essential Skills & Requirements

- Eight years' experience of having worked in a senior project role delivering Finance and regulatory projects.
- A Project management/agile accreditation.
- A working knowledge of the Insurance industry especially the London Market.
- Understanding of Finance processes.
- In-depth Knowledge of Financial Analysis.

- Understanding of integration between multiple systems.
- Good understanding and experience of end-to-end project delivery.
- Strong risk assessment, problem resolution, negotiation, and influencing skills.
- Demonstrated knowledge of both traditional Waterfall and Agile/Lean methodologies.
- Accounting qualification (Desirable).
- Good knowledge of project quality management.
- Experience of working as part of a scrum team.
- Proficient in Microsoft Excel, PowerPoint and Visio.
- Effective communication (verbal and written) and leadership skills.
- Demonstrated ability to engage both developers and business partners to achieve target outcomes; an ability to interact with all layers of the business.
- Flexibility and ability to handle multiple projects, thrive in a high- pressure, fast paced environment.

#### 4. Lancashire Values

- **L**eadership, exhibiting passion and commitment in all aspects of Lancashire life and inspiring others to do the same, we are
- **A**spirational, aspiring to deliver a superior service for our clients, ourselves and our business partners, we are
- **N**imble in our decisions, actions and business processes, we are
- **C**ollaborative, valuing teamwork and a diversity of skills and experience and sharing in our success, and we are
- **S**traightforward in conducting our business in an accountable, open, honest and sustainable way.